

Instructions for accessing email via OWA (Outlook Web Access)

The following instructions will allow our 185FW and 133ACS users access to their business email via the Internet. If you have access to the Internet while away from the unit or if you have Internet access at home you will now be able to access your NT mail account on the Exchange server.

You must first have an active account on the NT network at the 185FW or the 133ACS. You must also have access to the Internet using a web browser. The browser must be 128bit encrypted since our OWA server is a secure website.

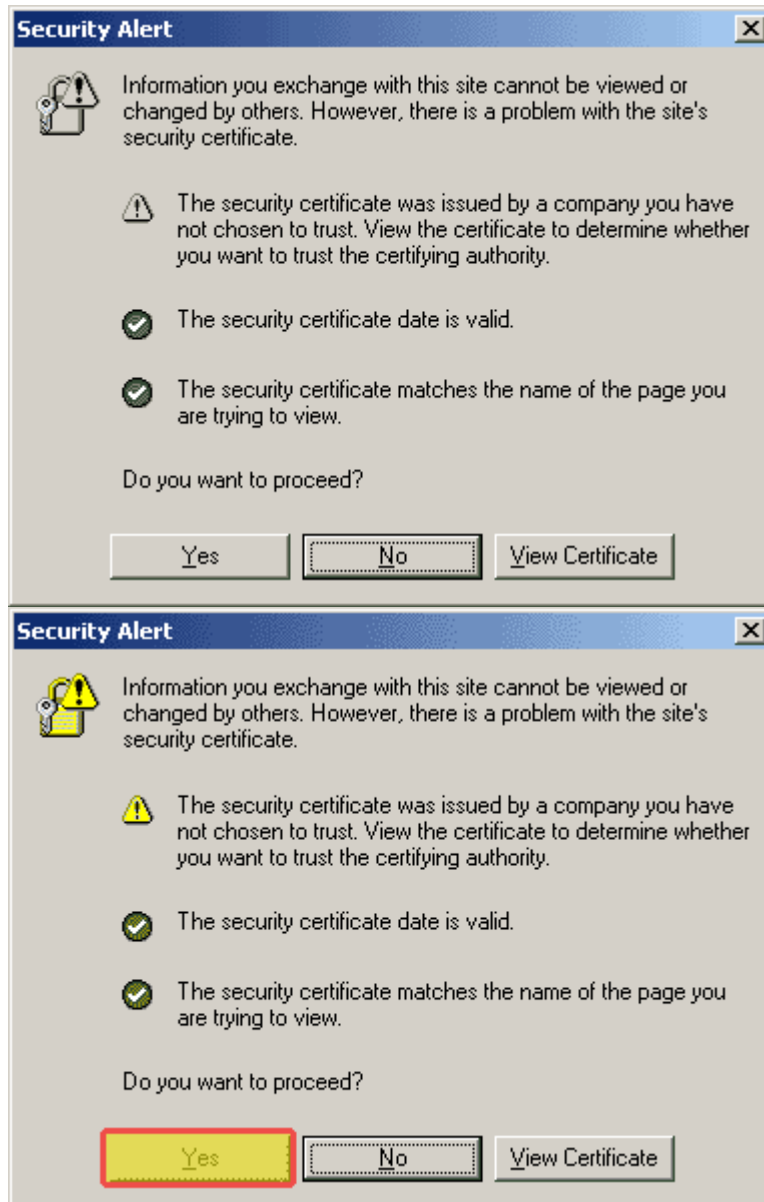
Our domain name will be active within a few days of the creation of this message. For the time being, however, you will be able to access the mail server by it's IP address.

To access your mail via the browser use one of the following addresses:
<https://mail.iasiou.ang.af.mil/exchange> or <https://131.43.142.2/exchange>

You will see the following screen informing you that your are about to go to a secure site.
Click OK to proceed.



You will see the following screen informing you that this is a secure site. Click YES to accept the certificate.



Click YES

You will then be prompted for your NT username and password. This is the same username and password you use to log into the NT network from your workstation.

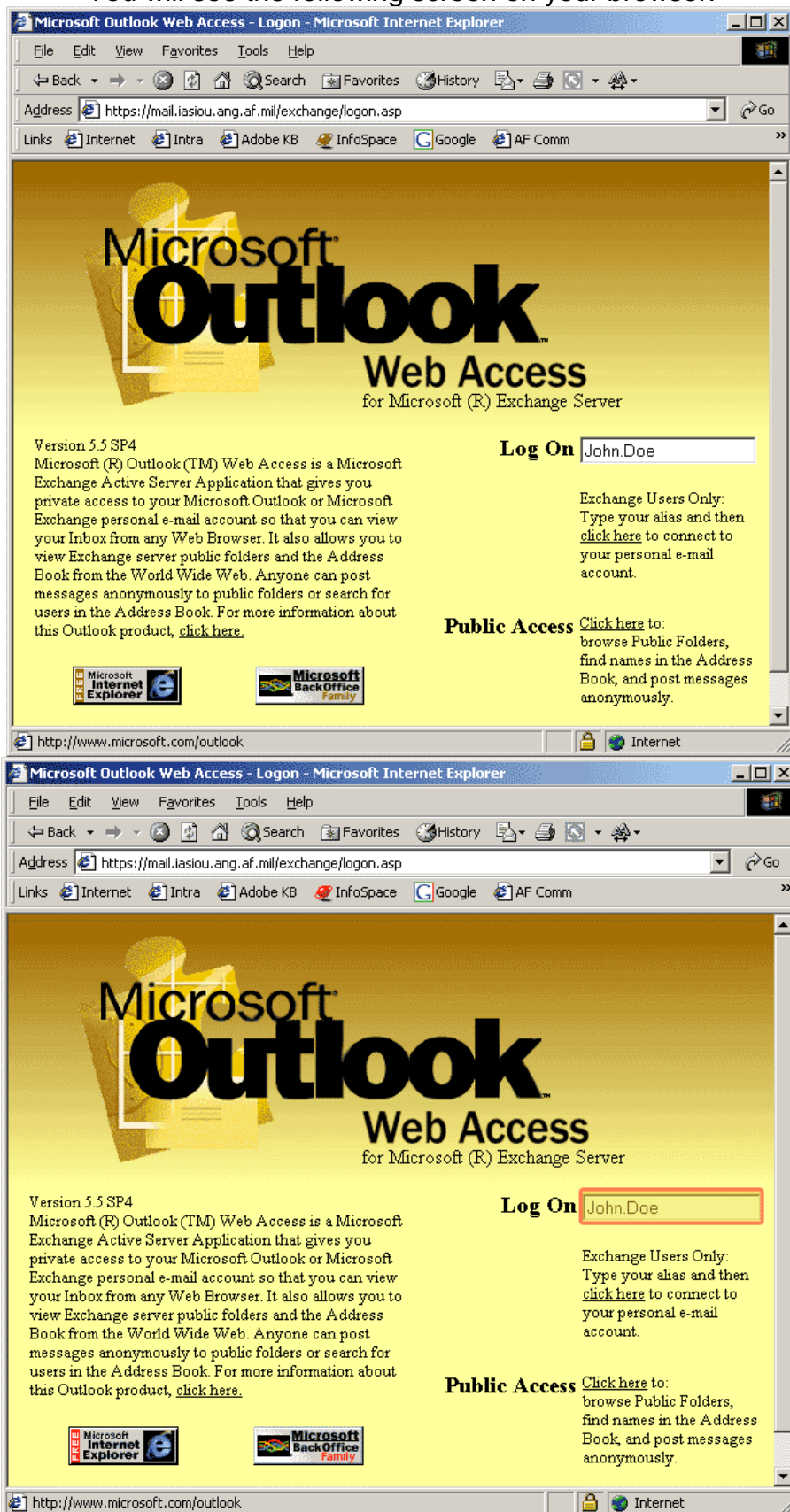
The image displays two screenshots of the 'Enter Network Password' dialog box, which is used for authenticating users on a network.

Top Screenshot: The dialog box has a title bar with a question mark and a close button. It contains a key icon and the text 'Please type your user name and password.' Below this, the 'Site:' and 'Realm:' fields are both set to 'mail.iasiou.ang.af.mil'. The 'User Name' field contains 'DoeJ' and the 'Password' field contains 'xxxxxxx'. There is a checkbox labeled 'Save this password in your password list' which is unchecked. At the bottom right are 'OK' and 'Cancel' buttons.

Bottom Screenshot: This screenshot shows the same dialog box, but with a red rectangular box highlighting the 'DoeJ' text in the 'User Name' field and the 'OK' button. The 'Password' field still contains 'xxxxxxx'.

Username - last name and first initial. For example, John Doe would be DoeJ.

You will see the following screen on your browser.



*****IMPORTANT**** In the Log In space on this screen only use your Internet nickname. For example, john.doe (the syntax is first name period last name.)

You will be prompted once again for your NT password. Your username should already be filled in.

The image displays two sequential screenshots of the 'Enter Network Password' dialog box. The top screenshot shows the initial state: the 'User Name' field is filled with 'DoeJ', the 'Password' field is masked with 'xxxxxx', and the 'OK' button is highlighted. The bottom screenshot shows the same dialog box, but with yellow highlights around the 'User Name' field, the 'Password' field, and the 'OK' button, indicating where to enter the password and click.

Enter Network Password

Please type your user name and password.

Site: mail.iasiou.ang.af.mil

Realm: mail.iasiou.ang.af.mil

User Name: DoeJ

Password: xxxxxx

☐ Save this password in your password list

OK Cancel

Enter Network Password

Please type your user name and password.

Site: mail.iasiou.ang.af.mil

Realm: mail.iasiou.ang.af.mil

User Name: DoeJ

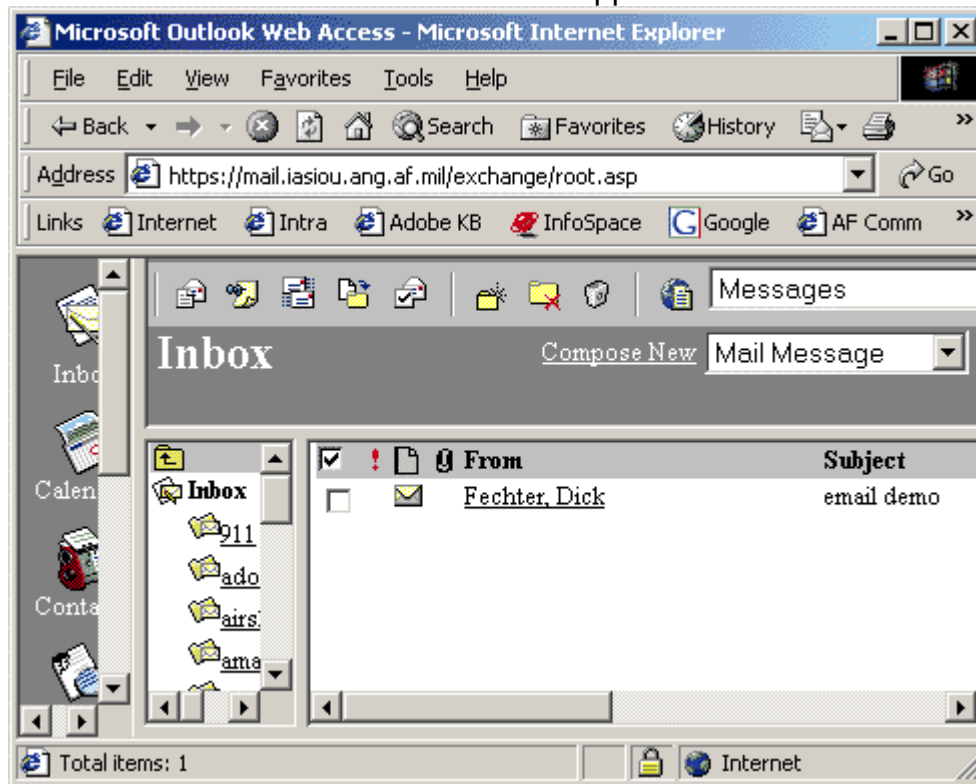
Password: xxxxxx

☐ Save this password in your password list

OK Cancel

Type in your NT password and click OK.

It may take a short while to generate your mailbox on the screen. It will depend on the amount of traffic on the Exchange server as well as your ISP. Once your mailbox is up it will be similar to Hotmail in appearance.



***** IMPORTANT *****

Notice the LOG OFF button on the lower left side of this screen. When you are finished with your mail please click on LOG OFF. If you do not log off or close the browser someone could click the BACK button on your browser and access your mail even though you may no longer have your mailbox up. Closing (not minimizing) the browser will also log off your account.



After you have gained access to your mail take a few minutes to look over some of the features available using OWA vs. Outlook. There are a number of things that look different and options that are not available compared to using your Outlook mail from your workstation.

If you have any questions or difficulties in accessing OWA please contact the Help Desk by email or (712) 233-0789, or 800-582-5718 ext 0789